

PLEASE POST CONSPICUOUSLY
WATERTOWN CIVIL SERVICE COMMISSION
ANNOUNCES
EXAMINATION OPEN TO THE PUBLIC
FOR
TRUANT OFFICER
EXAM NUMBER 62-494

Examination Date: June 17, 2006

Last Filing Date: Applications must be postmarked no later than May 17, 2006

Salary: \$7.95 - \$9.95/hour (Full Time/10-month position)

Application Fee: \$15.00

The eligible list resulting from this examination will be used to fill appropriate vacancies as they occur in the Watertown City School District.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Criminology, Criminal Justice, Sociology, or Social Psychology, or closely related field; **or**
- (B) Graduation from high school or possession of a high school equivalency diploma **and** two (2) years of experience in law enforcement or school monitoring, **or**
- (C) An equivalent combination of training and experience as outlined in (A) and (B) above.

DUTIES: The work involves the responsibility to investigate school absences to determine legitimacy of the absence. The incumbent gathers information by reviewing attendance records, visiting public places, and making home visits. The Truant Officer works with principals, administrators and guidance counselors to present problems of truancy and work toward finding solutions. The work is performed under guidance of the school principals with some leeway allowed for exercising independent judgment in the investigation and follow-up of truancy cases. Does related work as required. **A complete job description is available from the Civil Service Commission.**

SUBJECT OF EXAMINATION: You must pass a **written test** with a score of 70 or higher to

be considered for appointment. The written test is designed to evaluate knowledge, skills, and/or abilities in the following areas:

- 1) Evaluating information and evidence:** These questions test for the ability to evaluate and draw conclusions from information and evidence. Each question consists of a set of facts and a conclusion based on the facts. The candidate must decide if the conclusion is warranted by the facts.
- 2) Preparing written material:** These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.
- 3) Understanding and interpreting written material:** These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

This examination will be prepared and rated in accordance with Section 23.2 of the Civil Service Law. The provisions of the New York State Civil Service Law and rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

CALCULATORS: Calculators are allowed for this examination, candidates are permitted to use quiet, hand-held, solar or battery-operated calculators. Devices with typewriter keyboards such as computers, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited.

VETERANS' CREDIT: Veterans or disabled veterans who are eligible for additional credit must submit an application for veterans' credit available from the Civil Service Commission. Applications for veterans' credit may be submitted with your application for examination or at any time before the new eligible list is established. Candidates currently serving in the armed forces may apply for conditional veterans' credits in examinations. Candidates who apply for such credit must provide proof of military status. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of the New York State Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions. No credit may be granted after the new eligible list is established.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten (10) points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in the City of Watertown, please inform the Civil Service Commission at the time you submit your application.

INFORMATION FOR CANDIDATES

HOW TO APPLY: Applications may be obtained from and must be filed at the Watertown Civil Service Commission, Room 201B Municipal Building, 245 Washington Street, Watertown, New York. Applicants must answer every question on the application and make sure it is complete in all respects. Incomplete applications will be disapproved. Falsification of any part of the application will result in disqualification. Applications must be postmarked no later than May 17, 2006.

CROSS FILERS: If you have applied for any other civil service examinations to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site. If you have applied for **both** state and local government examinations, you must make arrangements to take all your examinations at the state examination center by calling (518) 457-7022 no later than two weeks before the test date. If you have applied for other local government examinations, call or write to each civil service agency to make arrangements. You must make your request for these arrangements no later than two weeks before the date of the exams. You must notify each local civil service agency at which test site you wish to take your examination.

APPLICATION FEE: A fee of \$15.00 is required for each examination for which you apply. Fees must accompany your application and are payable to the City Comptroller, Room 203 Municipal Building. **No refunds will be made for any reason.** Please make sure you meet the minimum qualifications for any examination for which you apply.

EXCEPTIONS TO FEE REQUIREMENT: Application fees may be waived for any candidate who is either an unemployed head of household or receiving Supplemental Security Income (SSI) or public assistance in the form of Safety Net (formerly Home Relief) or Family Assistance (formerly Aid to Dependent Children) from a state or local social service agency. Individuals wishing to claim this waiver must certify on their applications that they are receiving public assistance, the type of assistance they are receiving, the agency providing the assistance, and their case number. Such claims are subject to verification and if not supported by appropriate documentation are grounds for barring appointment.

RESIDENCY: There is no residency requirement for this examination; however, preference in appointment from the eligible list may be given to residents of the City of Watertown.

SPECIAL ACCOMMODATIONS: Persons with disabilities and Saturday religious observers requiring special arrangements or accommodations for testing must note this on their applications. Please be sure to complete Section D on page 4 of the application.

ELIGIBLE LIST: The duration of the eligible list may be fixed for a minimum period of one (1) year and a maximum period of four (4) years. As employment opportunities arise, appointments from the eligible list will be made from the top three candidates willing to accept appointment. A promotional examination for this title will be held at the same time as the open competitive exam. The eligible list resulting from the promotional exam will be used first.

LOCATION OF EXAM: Candidates will be notified in writing of the time and location of the written exam. Call the Civil Service Commission at 785-7733 if you do not receive your admission notice at least three business days prior to the date of the exam.

The City of Watertown is an Equal Opportunity Employer and as such offers equal opportunities for all qualified applicants with no discrimination as to race, color, creed, sex, or national origin.

THIS ANNOUNCEMENT IS AVAILABLE ON THE INTERNET AT: www.watertown-ny.gov

Date Issued: March 20, 2006

Elizabeth Morris

**Executive Secretary
Civil Service Commission**